Tennessee Arts Commission - Guidelines
PARTNERSHIP SUPPORT
Fiscal Year 2012

DESCRIPTION

The Partnership Support (PS) category provides general non-project support to established Tennessee arts organizations. An organization may receive up to **12 percent** of its total cash operating expenses in its most recently completed and audited fiscal year. The applicant may request no more than **$40,000**. The total day-to-day operating expenses will be determined by adding together personnel, outside fees and services, space rental, travel, marketing, and remaining operating expenses as verified within the submitted audit. Capital expenses, cash reserves, endowment funds, loan repayments or penalties, in-kind, depreciation, bank fees or furniture and fixture expenditures exceeding $2,500 are not allowable as operating expenses.

This category provides non-project assistance toward ongoing administrative costs for qualifying arts organizations. Most PS recipients are organizations operating with an annual budget below $1 million. However, the category is open to arts organizations with budgets in excess of this level, but who do not qualify for the Major Cultural Institution or Cultural Education Partnership categories (see MCI and CEP guidelines for further information).

The actual amount of an applicant organization's grant for PS will depend upon its rating in the review process and upon the total amount of funds available to the Commission for grant allocation.

Applicant organizations are reviewed every other year by a peer advisory panel. NOTE: Organizations must submit a completed application with the required attachments every year. **Organizations being reviewed must submit sixteen (16) copies. Organizations not being reviewed submit three (3) copies.**

• New organizations eligible to apply in the Partnership Support category must be reviewed for two consecutive years by a peer advisory panel before they may begin the review rotation process.
• The staff of the Tennessee Arts Commission will contact all current Partnership Support applicants and inform them of the review schedule.

ELIGIBILITY REQUIREMENTS

To be eligible to apply in the Partnership Support category, organizations must be a free-standing arts group independent of any other organization. Applicants must also be an established arts organization responsible for its own programming. The organization's mission statement must be solely arts-focused. Most applicants are single-entity groups dedicated to one arts discipline, but cross-disciplinary supporting or sponsoring arts agencies, such as arts councils, arts festivals, or arts centers, are also eligible. Colleges, universities, and government units are not eligible for PS unless the unit is an official arts agency.

First time applicants in the PS category MUST consult with TAC staff before applying.

In addition to having an artistic mission and satisfying all "General Application Requirements," an organization must comply with all of the following conditions to qualify for PS:

• Prior to submitting an application, the organization must have received, for three (3) of the past five (5) years, previous funding from the Commission through one of the following grant categories: Arts Access, Arts Project Support, or Rural Arts Project Support.

• The organization must have year-round paid professional managerial leadership at the time of application. There must be at least one (1) full-time paid administrator employed by the applicant organization, <u>not</u> by a subsidiary entity. Additional employees of the applicant organization must also be paid by the applicant organization and not by a subsidiary entity. In general, "full-time" means the individual is paid for approximately 40 hours of work per week and the salary is the individual's primary source of income.

• The organization must demonstrate ongoing fiscal responsibility through a single entity audit conducted externally by a Certified Public Accountant (CPA) for its **most recently completed fiscal year** at the time of application. Organizations with budgets over $100,000 annually should use an accrual accounting system. Organizations with annual budgets

under $100,000 may use a cash accounting system and may submit a one-year audit and management letter every two years, e.g., for Fiscal Year 2012, an audit for either the organization's Fiscal Year 2009 or 2010. **Failure to submit a single entity audit by the time of application requires a letter by the organization's CPA explaining why the audit is unavailable and when it will be completed. The audit <u>must</u> be submitted by the date of the application's scheduled panel review and cannot be submitted as a subsidiary of another organization.** If the required audit is NOT submitted by that date, the applicant's eligible funding request will be established using the organization's operating expenses from their most recent audit on file at the TAC. Under no circumstances will a PS grant contract be issued without receipt of the grantee's audit covering the required time frame. First time applicants in this category <u>must</u> include an audit at the time of application.

• The organization must have a board-approved long-range plan covering at least the current fiscal year and the next fiscal year.

PLEASE NOTE: If an organization is aware at the time of application they cannot meet all of the above stated requirements, they <u>should not</u> apply in this grant category.

HOW TO APPLY

All PS applicants must submit an online eGRANT application. The link to the eGRANT can be found at: www.arts.state.tn.us. **In addition**, applicants **MUST:**

• Print a copy of the completed eGRANT application, utilizing the yellow "View" button of the eGRANT, and submit by mail along with all required documents. (See "What to Submit" below.)

• Send the required number of printed applications and required documents to the Tennessee Arts Commission to complete the application process.

• The online eGRANT must be submitted electronically by **Tuesday, January 18, 2011, at 4:30 p.m. (CST).**

• The printed application and required documents must also be postmarked or hand-delivered to the TAC at 401 Charlotte Avenue, Nashville, TN, 37243-0780 by **Tuesday, January 18, 2011, at 4:30 p.m. (CST).**

WHAT TO SUBMIT

• Submit a completed Fiscal Year 2012 **eGRANT** application online by the required deadline.

• **After submitting the application online***, print out a hard copy of the completed eGRANT application (using the yellow "View" button on the main menu). *The application must be submitted online prior to printing it, or a "DRAFT" notice will appear across each page.*

• Print out all required documents from the "Required Documents" page of the eGRANT and attach them to the hard copy of the completed eGRANT application. This includes: #1- Project/Program Narratives, #2 – Budget Form, #3 – Audit Response, #4 – Assurances Page . *These documents are in PDF format, should be saved to your computer, and can be accessed through this section of the eGRANT menu:*

Applicant Profile	Applicant Information	Financial	Project/Program	▶ Required Documents	Finish
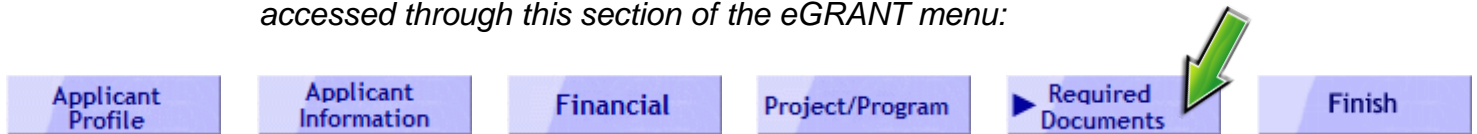
• Attach the following additional information to the hard copy of the electronic application in the order listed below:

> **Job Descriptions.** Short, biographical statements and job descriptions of administrative and artistic personnel including contract artists involved in the grant activities. *Full resumes should be included only with the supplementary materials.*

> **List of Board of Directors**. The board list (at the time of application) must include the following:

> • Full Name
> • Occupation
> • Address
> • Phone number
> • Number of years on the board
> • Length of term(s)
> • Notations identifying which members represent underserved populations: persons of color (C), persons with disabilities (D), and senior citizens over 65 (S). **If no underserved populations are represented on the board, please indicate.**

> **Financial Statement**. Statement must be **one-page**. The total revenue and expense figures from this statement should match the figures given under FY 2010 in the FINANCIAL SECTION of the eGRANT application. The financial statement must be typed and include the period covered by your organization's most recently completed fiscal year. The statement should have a beginning balance, itemized list of income and expenses (do NOT include in-

kind), ending balance, and explanation of the method of accounting used. You may use the financial statement from an externally conducted audit if it contains this information. **Do not submit profit and loss statements, check ledgers, assets and liabilities statement.**

Applicants being reviewed must make 15 single-sided copies of the completed eGRANT application plus required supplemental documents for a total of **16 packets****. Staple the original and each copy in the upper left-hand corner. Place the original application at the top of this stack and **write the word "original" at the top of the first page**. Note: The original application is the one with the original signatures.

On the bottom of the stack, put **three (3)** copies of the following:

> **Long range plan** covering at least the current fiscal year and the next fiscal year.

> **Financial audit and management letter** from an independent Certified Public Accountant (for applicant organization's most recently completed fiscal year at the time of application).

Additionally, submit only **one (1) copy** of the following: (NOTE: Any additional copies will be discarded.)

Corporation Annual Report

Corporation Annual Report as filed annually with the Secretary of State's Office. ***For nonprofit organizations only. Public schools and entities of government do NOT submit.*** In lieu of the report, you may also submit a copy of the e-mail verification issued by the Secretary of State's office or a copy of the online verification sheet maintained by the Secretary of State's Office at www.tennesseeanytime.org/sosname*.*

Proof of arts advocacy. Arts advocacy is communicating to elected officials your views on the importance of the arts and how public support of the arts can and has impacted your community. Examples of arts advocacy proof may include membership in Tennesseans for the Arts, copies of letters to legislators and other elected officials, newspaper articles, and other pertinent print materials.

Optional: Supplemental Information. Other current printed support materials (reviews, clippings, and brochures within the last year) directly related to the application proposal. Do not include audio, video, or other electronic samples. Supplemental information

will not be returned, therefore do not include any original or irreplaceable materials.

**Applicants not being reviewed should submit only three (3) single sided copies of the completed application and required supplemental documents.

See the checklist and diagrams below for further information on assembling your grant packet.

EVALUATION CRITERIA

Advisory panels reviewing grant applications under this program use the following evaluation criteria:

• Evidence that the proposed programs/projects demonstrate artistic, cultural and/or educational value to the community being served (10 points)

• Evidence that the proposed programs/projects advance the organization's mission and artistic vision (10 points)

• Evidence that the proposed programs/projects support the work of artists through payment of fees, services or appropriate benefits (10 points)

• Evidence that the organization understands and acts as an advocate for the public value of the arts in the community (10 points)

• Evidence that the organization understands and is responsive to the diverse interests and needs of the community it serves (10 points)

• Evidence that planning procedures are comprehensive, inclusive and communicated (10 points)

• Evidence that organization understands principles of documentation and evaluation and results are used to guide future planning and programming (10 points)

• Evidence that the organization understands and demonstrates the value of public and private partnerships (5 points)

• Evidence that organization demonstrates financial stability and a broad base of financial support (5 points)

• Evidence of the organization's ability to carry out proposed programs/projects based on history of TAC funding (10 points)

• Evidence that the organization's application is well planned, addresses all questions, and is correct and complete in all information provided (10 points)
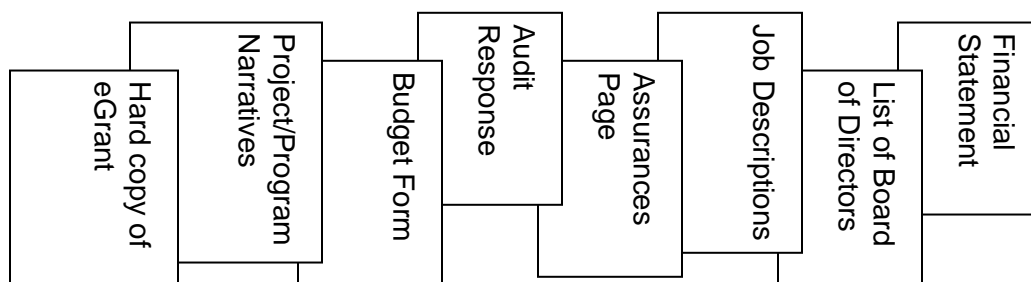
PS CHECKLIST:

- ☐ eGRANT submitted electronically
- ☐ Hard copy of eGRANT Application Form
- ☐ Required Documents:
  - ☐ Project/Program Narratives
  - ☐ Budget Form
  - ☐ Audit Response
  - ☐ Assurances Page
- ☐ Job Descriptions (bio's & job descriptions, including contract artists)
- ☐ List of Board of Directors
- ☐ Financial Statement
- ☐ Long-range Plan
- ☐ Financial Audit & Management Letter from CPA
- ☐ Corporation Annual Report
- ☐ Proof of Arts Advocacy
- ☐ Supplemental Information (optional - arranged in a separate packet)

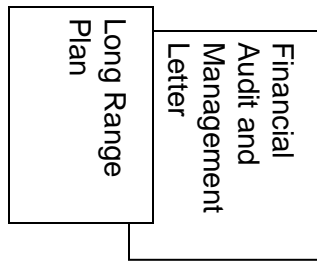**DIAGRAM FOR COLLATING GRANT APPLICATIONS**
Pages of EACH grant application should be arranged as shown:
(Applicants being reviewed submit 16 sets; applicants not being reviewed submit 3 sets.)

Applications should be copied single-sided and stapled in the upper left hand corner.

Hard copy of eGrant | Project/Program Narratives | Budget Form | Audit Response | Assurances Page | Job Descriptions | List of Board of Directors | Financial Statement

Submit three copies of the following:
(All applicants)

Financial Audit and Management Letter
Long Range Plan

Submit one copy of the following:
(All applicants.)

Supplemental Information (optional)
Proof of Arts Advocacy
Corporation Annual Report